

LAND USE AND DEVELOPMENT REGULATIONS

185 Attachment 3

**TOWNSHIP OF ROCHELLE PARK  
APPENDIX A**

APPLICATION CHECKLIST  
GENERAL REQUIREMENTS FOR ALL DEVELOPMENT APPLICATIONS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_

Items Required:

- |  |     |     |
|--|-----|-----|
| 1. Application forms: 16 copies.   | ( ) | ( ) |
| 2. Fees and escrow.  | ( ) | ( ) |
| 3. Certification of taxes paid.  | ( ) | ( ) |
| 4. Site plan or subdivision plan: 16 copies.   | ( ) | ( ) |
| 5. Affidavit of ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the application must be submitted.   | ( ) | ( ) |
| 6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 48.2. | ( ) | ( ) |
| 7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.   | ( ) | ( ) |
| 8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.  | ( ) | ( ) |
| 9. For minor site plans, minor subdivisions, preliminary major site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities.  | ( ) | ( ) |
| 10. If approval from the Bergen County Planning Board is required pursuant to P.L. 1968, c. 285, a copy of the application submitted to the Bergen County Planning Board must be submitted.  | ( ) | ( ) |

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11. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following:
- a. A letter of interpretation from the N.J.D.E.P.; ( ) ( )
  - b. A letter of exemption from the N.J.D.E.P.; ( ) ( )
  - c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or ( ) ( )
  - d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application. ( ) ( )
12. For minor site plans, minor subdivisions, preliminary major site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question; provided, that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist, shall be submitted. ( ) ( )
13. Complete checklist provided for one of the following development proposals (Applicant check one or more as required.):
- Form 1 - Informal (Concept) Subdivision \_\_\_\_\_
  - Form 2 - Informal (Concept) Site Plan \_\_\_\_\_
  - Form 3 - Minor Site Plan \_\_\_\_\_
  - Form 4 - Minor Subdivision \_\_\_\_\_
  - Form 5 - Preliminary Major Site Plan \_\_\_\_\_
  - Form 6 - Preliminary Major Subdivision \_\_\_\_\_
  - Form 7 - Final Major Site Plan or Final Major Subdivision \_\_\_\_\_
  - Form 8 - Appeals and/or Interpretation of Ordinance \_\_\_\_\_
  - Form 9 - "D" Variance Application \_\_\_\_\_
  - Form 10 - "C" Variance Application \_\_\_\_\_
-

LAND USE AND DEVELOPMENT REGULATIONS

FORM 1  
INFORMAL (CONCEPT) SUBDIVISION  
PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

- | <b>YES</b> | <b>NO</b> |     |   |
|------------|-----------|-----|---|
| ( )        | ( )       | 1.  | A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( )        | ( )       | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| ( )        | ( )       | 3.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( )        | ( )       | 4.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| ( )        | ( )       | 5.  | North arrow.  |
| ( )        | ( )       | 6.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.  |
| ( )        | ( )       | 7.  | The location and width of any abutting streets, both right-of-way and pavement.   |
| ( )        | ( )       | 8.  | The boundaries of the tract in question, with dimensions of same.   |
| ( )        | ( )       | 9.  | Existing and proposed property lines, with dimensions of same.  |
| ( )        | ( )       | 10. | Location of existing easements or rights-of-way including power lines.  |
| ( )        | ( )       | 11. | Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope: two feet; over 10% slope: five feet.   |
| ( )        | ( )       | 12. | Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.   |
| ( )        | ( )       | 13. | Location of existing buildings and their setbacks from property lines.  |



LAND USE AND DEVELOPMENT REGULATIONS

FORM 2  
INFORMAL (CONCEPT) SITE PLAN  
PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

- | YES | NO  |  |
|-----|-----|--|
| ( ) | ( ) | 1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| ( ) | ( ) | 3. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( ) | ( ) | 4. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| ( ) | ( ) | 5. North arrow.  |
| ( ) | ( ) | 6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.  |
| ( ) | ( ) | 7. The location and width of any abutting streets, both right-of-way and pavement.   |
| ( ) | ( ) | 8. The boundaries of the tract in question, with dimensions of same.   |
| ( ) | ( ) | 9. Location of existing easements or rights-of-way including power lines.  |
| ( ) | ( ) | 10. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope: two feet; over 10% slope: five feet.  |
| ( ) | ( ) | 11. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.  |
| ( ) | ( ) | 12. Location of existing buildings and their setbacks from property lines.   |
| ( ) | ( ) | 13. Preliminary floor plans and building facade elevations for existing and proposed buildings.  |

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- ( ) ( ) 14. Location of existing and proposed parking, loading, access and circulation improvements.
  - ( ) ( ) 15. Location and description of existing and proposed landscaping.
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 3  
MINOR SITE PLAN  
PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW: Yes ( ) No ( )

PREPARED BY P.E. OR L.S.: Yes ( ) No ( )

**YES**    **NO**  
( )    ( )

1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. Also included shall be the number of employees, the times of operation, the number and frequency of shipments and deliveries, and the nature of materials and chemicals used on the site.
2. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
3. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
4. Space for signatures of Chairman and Secretary of the Board.
5. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
6. North arrow.
7. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.
8. The boundaries of the tract in question, with dimensions of same.
9. Location of existing easements or rights-of-way including power lines.
10. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.

## ROCHELLE PARK CODE

- ( ) ( ) 11. Location of existing buildings and their setbacks from property lines.
  - ( ) ( ) 12. Floor plans for existing and proposed buildings, showing the use and layout of internal space.
  - ( ) ( ) 13. Location of existing and proposed parking, loading, access and circulation improvements, as well as signs.
  - ( ) ( ) 14. If alterations to the existing building facade are proposed, elevations showing the nature of the construction.
  - ( ) ( ) 15. Location and description of existing and proposed landscaping.
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 4  
MINOR SUBDIVISION  
PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

PREPARED BY P.E. OR L.S.:

Yes ( ) No ( )

**YES NO**

- |                          |                          |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.  | A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.  | A statement indicating, what, if any, subdivisions have affected the subject property during the five years prior to the date the application was filed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6.  | Space for signatures of Chairman and Secretary of the Board.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.  | North arrow.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.  | The location and width of any abutting streets, both right-of-way and pavement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | The boundaries of the tract in question, with dimensions of same.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Existing and proposed property lines for the lots in question, with bearings and distances of same.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Location of existing easements or rights-of-way including power lines.  |

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- ( ) ( ) 13. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope: two feet; over 10% slope: five feet.
  - ( ) ( ) 14. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.
  - ( ) ( ) 15. Location of existing and proposed buildings and other improvements.
  - ( ) ( ) 16. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems.
  - ( ) ( ) 17. Soil erosion and sedimentation control plan, if required pursuant to P.L. 1975, c. 251.
  - ( ) ( ) 18. Location of any required dedication or reservation for streets or any area shown on the Official Map.
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 5  
PRELIMINARY MAJOR SITE PLAN  
DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

PREPARED BY P.E. OR L.S.:

Yes ( ) No ( )

**YES NO**

- ( ) ( ) 1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
- ( ) ( ) 2. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
- ( ) ( ) 3. Space for signatures of Chairman and Secretary of the Board and the Township Engineer.
- ( ) ( ) 4. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
- ( ) ( ) 5. North arrow.
- ( ) ( ) 6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property.
- ( ) ( ) 7. The boundaries of the tract in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
- ( ) ( ) 8. Location of existing easements or rights-of-way including power lines.
- ( ) ( ) 9. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
- ( ) ( ) 10. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less: two feet; over 10% slope: five feet.

## ROCHELLE PARK CODE

- ( ) ( ) 11. Proposed spot elevations at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.
- ( ) ( ) 12. Location of existing buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.
- ( ) ( ) 13. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight feet per inch.
- ( ) ( ) 14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
- ( ) ( ) 15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same.
- ( ) ( ) 16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
- ( ) ( ) 17. Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.
- ( ) ( ) 18. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.
- ( ) ( ) 19. Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram superimposed upon the site plan.
- ( ) ( ) 20. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications. All portions of the property not utilized by buildings or paved surfaces shall be landscaped.
- ( ) ( ) 21. Soil erosion and sedimentation control plan, if required pursuant to P.L. 1975, c. 251.
- ( ) ( ) 22. Location of any required dedication, or reservation for streets or any area shown on the Official Map.
- ( ) ( ) 23. The location and design of solid waste disposal containers, recycling containers and monitoring wells, if such wells are required by this chapter or the Board.

## LAND USE AND DEVELOPMENT REGULATIONS

- ( ) ( ) 24. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
  - ( ) ( ) 25. A written description of the proposed use(s) of nonresidential buildings, including the number of employees or members, the proposed number of shifts to be worked and the maximum number of employees on each shift, expected truck and tractor-trailer traffic, emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards and anticipated expansion plans incorporated in the building design. In apartment and townhouse projects, the number of dwelling units, by type, shall be provided.
  - ( ) ( ) 26. Temporary contractor's construction structures and storage areas. The location of all proposed trailers, warehousing, storage facilities and temporary contractor's offices shall be shown giving consideration to the proximity of residential development and located so that they are not an eyesore to adjoining landowners and the passing public. The landscaping plan shall show how these facilities will be screened or buffered and how they will be maintained during construction by the developer. The construction Code Official or Township Engineer shall be authorized to grant temporary permits and exceptions to this subsection when the trailers or storage facilities are of a small size and are not to be in a location for more than 60 days.
  - ( ) ( ) 27. Traffic study (where required by Board).
  - ( ) ( ) 28. Environmental impact study (where required by Board).
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 6  
PRELIMINARY MAJOR SUBDIVISION  
DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW: Yes ( ) No ( )

PREPARED BY P.E. OR L.S.: Yes ( ) No ( )

**YES NO**

- |                          |                          |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.  | An environmental impact statement, prepared in accordance with § 185-82 of the Township Code.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4.  | The name of the proposed subdivision.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5.  | Space for signatures of Chairman and Secretary of the Board and the Township Engineer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.  | North arrow.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.  | The name of all adjacent property owners, and the names of adjacent subdivisions, if any.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | The boundaries of the tract in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Existing and proposed property lines for the lots in question, with dimensions of same, and tentative lot and block numbers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Location of existing easements or rights-of-way including power lines, drainage easements, access easements, stream encroachment lines, sight easements, utility easements, existing schools and parks, and the location of areas to be reserved for public use and other common areas.                     |

## ROCHELLE PARK CODE

- ( ) ( ) 13. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
  - ( ) ( ) 14. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less: two feet; over 10% slope: five feet.
  - ( ) ( ) 15. The location and width of any abutting streets, both rights-of-way and pavement, and any railroad rights-of-way.
  - ( ) ( ) 16. The locations, dimensions and profiles for all proposed streets, sidewalks, and alleys to a minimum distance of 200 feet beyond the tract boundaries.
  - ( ) ( ) 17. Location of existing buildings and their setbacks from property lines.
  - ( ) ( ) 18. Existing and proposed utility service, including septic systems with test hole locations and soil log information, sanitary sewer mains and connections to same, wells, water mains and connections to same, fire hydrants, etc.
  - ( ) ( ) 19. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area.
  - ( ) ( ) 20. Soil erosion and sedimentation control plan, if required pursuant to P.L. 1975, c. 251.
  - ( ) ( ) 21. Location of any required dedication or reservation for streets or any area shown on the Official Map.
  - ( ) ( ) 22. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
  - ( ) ( ) 23. Location and description of proposed street trees, reforestation and any landscaping. Information shall include common and botanical names, number of plants, planted size and root specification.
  - ( ) ( ) 24. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
  - ( ) ( ) 25. Traffic study (where required by Board).
  - ( ) ( ) 26. Environmental impact study (where required by Board).
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 7  
FINAL MAJOR SITE PLAN OR FINAL MAJOR SUBDIVISION  
PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY  
SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

PREPARED BY P.E. OR L.S.:

Yes ( ) No ( )

**FINAL MAJOR SITE PLAN**

( ) APPLICABLE ( ) NOT APPLICABLE

**YES NO**

- ( ) ( ) 1. Those items required for preliminary major site plans pursuant to Form 5, Subsections 1 through 26, shown in final form.
- ( ) ( ) 2. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.

**FINAL MAJOR SUBDIVISION**

( ) APPLICABLE ( ) NOT APPLICABLE

**YES NO**

- ( ) ( ) 1. Those items required for preliminary major subdivisions pursuant to Form 6, Subsections 1 through 12, shown in final form.
- ( ) ( ) 2. The required front, side and rear setback lines pursuant to the zoning regulations of this chapter, on all lots.
- ( ) ( ) 3. The location and description of all monuments.
- ( ) ( ) 4. All lot lines, showing bearings and distances to the nearest hundredth of a foot.
- ( ) ( ) 5. All lot areas, to the nearest tenth of a square foot.
- ( ) ( ) 6. The radius and central angle of all arcs and curves along all street lines.
- ( ) ( ) 7. Block and lot numbers assigned by the Tax Assessor, and street addresses assigned by the Post Office, for each of the lots.
- ( ) ( ) 8. The location of all telephone, electric, gas and cable television lines and easements.
- ( ) ( ) 9. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.

ROCHELLE PARK CODE

- ( ) ( ) 10. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.
  - ( ) ( ) 11. Certification from the Township Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Township ordinances and requirements.
  - ( ) ( ) 12. A statement from the Township Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Township regulations, and/or a statement by the Township Clerk that proper performance guarantees have been posted with the Township Council for the installation of required improvements.
  - ( ) ( ) 13. When approval of a plat is required by an officer or agency of the Township, county or state, approval shall be referenced and certified on the plat.
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 8

APPEALS AND/OR INTERPRETATION OF ORDINANCE  
DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

**INTERPRETATION OF THE ZONING MAP OR ZONING REGULATIONS**

( ) APPLICABLE ( ) NOT APPLICABLE

**YES NO**

- ( ) ( ) 1. A written request which outlines that part of the Zoning Map, Zoning Regulations or Official Map for which an interpretation is sought, or outlines the special question that the Board is asked to consider.
- ( ) ( ) 2. Fifteen copies of the application form.
- ( ) ( ) 3. Fifteen copies of all accompanying documentation.
- ( ) ( ) 4. Fees and proof of payment of taxes and assessment.
- ( ) ( ) 5. Notice of the hearing shall be published in the official newspaper of the Township, if there be one, or in a newspaper of general circulation in the Township. If the request for interpretation or special question concerns a specific property, the appellant shall also give public notice of the hearing in the manner specified for development application in the Ordinance. If the request is made by a person other than the owner of the specific property which is the concern of the interpretation or special question, notice shall also be sent to the property owner.
- ( ) ( ) 6. Affidavits of proof of service of notice shall be submitted at least two business days prior to the hearing.

**APPEAL FOR ISSUANCE OF PERMITS FOR AREAS ON OFFICIAL MAP**

( ) APPLICABLE ( ) NOT APPLICABLE

**YES NO**

- ( ) ( ) 1. Fifteen copies of the application form.
- ( ) ( ) 2. Fifteen copies of a map showing the property in question and the location of the proposed building and/or structure in relations to the bed of the mapped street or public drainage way, flood control basin or public area reserved on the Official Map.
- ( ) ( ) 3. Fees and proof of payment of taxes and assessments.

ROCHELLE PARK CODE

4. The appellant shall give public notice of the hearing in the manner specified for development applications in the Ordinance; provided that the parties entitled to notice shall be as specified in § 185-35 of the Ordinance. Affidavits of proof of service of notice shall be submitted at least two (2) business days prior to the hearing.

**APPEAL FOR PERMITS FOR LOT NOT ABUTTING A STREET**

APPLICABLE  NOT APPLICABLE

- | <b>YES</b>               | <b>NO</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Fifteen copies of the application form.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Fifteen copies of a map showing the property in question and the manner by which access will be provided to the building and/or structure, including the location of the nearest street from which access may be obtained.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Fees and proof of payment of taxes and assessments.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The appellant shall give public notice of the hearing in the manner specified for development applications in the Ordinance, provided that the parties entitled to notice shall be as specified in § 185-35. Affidavits of proof of service of notice shall be submitted at least two business days prior to the hearing. |
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 9  
"D" VARIANCE APPLICATIONS  
PLAT DETAILS AND REQUIREMENTS

[Amended 6-16-2010 by Ord. No. 1015-10; 8-17-2011 by Ord. No. 1038-11]

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

In addition to the requirements indicated in § 185-23, the following information shall be submitted for all applications for a "D" variance to the Zoning Board of Adjustment, including those cases when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY & LEGIBILITY  
SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

- | YES | NO  |     |   |
|-----|-----|-----|---|
| ( ) | ( ) | 1.  | A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| ( ) | ( ) | 3.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( ) | ( ) | 4.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| ( ) | ( ) | 5.  | North arrow.  |
| ( ) | ( ) | 6.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.  |
| ( ) | ( ) | 7.  | The location and width of any abutting streets, both right-of-way and pavement.   |
| ( ) | ( ) | 8.  | The boundaries of the tract in question, with dimensions of same.   |
| ( ) | ( ) | 9.  | Location of existing easements or rights-of-way including power lines.  |
| ( ) | ( ) | 10. | Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope: two feet; over 10% slope: five feet.   |
| ( ) | ( ) | 11. | Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.   |

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- ( ) ( ) 12. Location of existing buildings and their setbacks from property lines.
  - ( ) ( ) 13. Preliminary floor plans and building facade elevations for existing and proposed buildings.
  - ( ) ( ) 14. Location of existing and proposed parking, loading, access and circulation improvements.
  - ( ) ( ) 15. Location and description of existing and proposed landscaping.
  - ( ) ( ) 16. A copy of the certified list of property owners within 200 feet of the subject property prepared by the Tax Assessor. Said certified list shall be no more than 90 days old.
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LAND USE AND DEVELOPMENT REGULATIONS

FORM 10  
"C" VARIANCE APPLICATION  
DETAILS AND REQUIREMENTS  
[Amended 6-16-2010 by Ord. No. 1015-10; 8-17-2011 by Ord. No. 1038-11]

Applicant's Name \_\_\_\_\_

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

In addition to the requirements indicated in § 185-23, the following information shall be submitted for all applications for a "C" variance to the Zoning Board of Adjustment, and for all such applications before either the Planning Board or the Zoning Board of Adjustment when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY & LEGIBILITY  
SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

- | YES | NO  |     |   |
|-----|-----|-----|---|
| ( ) | ( ) | 1.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( ) | ( ) | 2.  | Space for signatures of Chairman and Secretary of the Board and the Township Engineer.  |
| ( ) | ( ) | 3.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| ( ) | ( ) | 4.  | North arrow.  |
| ( ) | ( ) | 5.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| ( ) | ( ) | 6.  | A copy of the certified list of property owners within 200 feet of the subject property prepared by the Tax Assessor must also be submitted. Said certified list shall be no more than 90 days old.   |
| ( ) | ( ) | 7.  | A key map showing location of the tract to be considered in relation to the surrounding area, within at least 200 feet of the subject property.   |
| ( ) | ( ) | 8.  | The boundaries of the site in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.   |
| ( ) | ( ) | 9.  | Location of existing easements or rights-of-way, including power lines.   |
| ( ) | ( ) | 10. | Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.  |

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- ( ) ( ) 11. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than five feet.
  - ( ) ( ) 12. Location of existing and proposed buildings, including accessory buildings, and their setbacks from property lines. Lines indicating the minimum required front, side and rear setbacks for principal buildings shall also be shown. The approximate location of existing buildings and paved areas on adjacent properties shall also be shown.
  - ( ) ( ) 13. If new buildings, expansion of existing buildings or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight feet per inch.
  - ( ) ( ) 14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
  - ( ) ( ) 15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same. If no signs are proposed, a statement indicating same shall be submitted.
  - ( ) ( ) 16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
  - ( ) ( ) 17. Existing and proposed utility service, including septic systems with test hole locations and soil log information (if new system is proposed), connections to sanitary sewers, wells and connections to water mains.
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